



SEATTLE CITY COUNCIL | DISTRICT 2

COUNCILMEMBER TAMMY J. MORALES

Legislative Assistant - Community Outreach & Communications

SALARY: \$36.40 - \$39.75 Hourly

LOCATION: City Hall, 600 4th Ave., Seattle, Washington

JOB TYPE: Civil Service Exempt, Regular, Full-time

CLOSING DATE Friday, January 7, 2022 04:00 PM Pacific Time

POSITION DESCRIPTION:

An outstanding opportunity for a Legislative Assistant in the office of Councilmember Tammy Morales, District 2. This is a dynamic, fast-paced, and collegial environment that provides an opportunity for you to demonstrate your expert external communications skills and relationship building skills, and to grow professionally. The office has four staff members with dual reports to the Chief of Staff and Councilmember.

The position's primary functions are to identify emerging issues and engage with the many neighborhoods in District 2. Responsibilities include organizing and staffing in-person events with the CM and being the lead person on managing the external communications channels of the office of CM Morales (website, newsletter, FB, TW, IG, etc). This will include creating content to share the activities of the office and replying to constituents.

This person represents and promotes the interests of the Councilmember, helps develop strategic communications, and develops and executes an external communications plan.

This at-will appointment serves at the discretion of the Councilmember. The Councilmember seeks an organized, confident, and optimistic individual with experience in administrative and political roles. This is an executive position in a hard-working office where teamwork and individual capabilities are valued.

JOB RESPONSIBILITIES:

Internal Administration

Staffs the Councilmember in the District – organizing meetings, tours, site visits; Develops an overall District 2 outreach and community engagement strategy; Provides professional, service-oriented connections with members of the public, other City Councilmembers and offices, and City Departments; Manages complex issues and community engagement for the Councilmember; Understands Councilmember's priorities and represents the Councilmember at meetings; "Owns" and is primarily responsible for the external communications channels of the Office, including but not limited to: website, newsletter, FB, IG, TW.

Community Outreach

Organizes and implements community outreach efforts for District 2; Identifies and communicates with key stakeholders; Establishes and maintains relationships with the community as a whole, and advises and makes recommendations to the Councilmember regarding community issues; Attends community meetings consistently with or on behalf of the Councilmember; Tracks questions and comments raised during community meetings to address constituent concerns raised and to develop content for digital communications; Speaks to local groups when the Councilmember is unavailable. Meetings are frequently scheduled early in the morning,

early evening, or on weekends; Willingness and ability to attend meetings at irregular times is an expectation of the job.

Communication and Special Projects

Responds to constituent questions and concerns and follows through to resolution; Develops original content to share on platforms which informs constituents about what the office is doing and advances the work of the Office; Regularly and consistently uses social media to promote District 2; Drafts speeches; Develops newsletter and media releases; Stays informed about legislation proposed or considered by the Council and Legislature as they impact District 2; Develops and implements monthly communications plans, being cognizant of the Council calendar and important external events and milestones.

QUALIFICATIONS:

Minimum Qualifications

Bachelor's degree in communications, political science, public administration, business or a related field OR Three (3) years experience working directly with the public and/or public officials, community organizing and advocacy or public relations. Experience developing communications tools and communicating across all social media platforms; Experience developing original content for social media and digital platforms (post, graphic, image, video, live videos/rooms, reels, etc);

Ability to set priorities, meet deadlines and accomplish objectives with minimal supervision or oversight; Ability to maintain confidentiality and remain calm under pressure; a track record of reliability, hard work, cooperative style, the ability to contribute as a team player but can also work independently;

Creativity, and an interest in advancing policy debates and coalition building via digital storytelling and digital organizing.

Desired Qualifications

Background in a political environment. Demonstrated ability to adapt and thrive in a fast-paced, rapidly changing environment. Ability to shape innovative solutions to difficult challenges. Commitment to continue to work toward achieving gender equity and anti-racist policies. Knowledge of the unique history and diverse communities of District 2. Bilingual/bicultural strongly preferred.

Application Process:

Qualified candidates must send a cover letter, references and résumé that describes how you meet the qualifications of the position. Additionally, please provide a writing sample based on a current issue of your choosing. Select one or more news articles from the local media and provide a synopsis of an issue that involves or will impact the Seattle City Council. Please be clear, concise, and use a maximum of 300 words.

Please send materials to Tammy.Morales@seattle.gov with the words "L.A. Application" in the subject line.

Applications received without the required cover letter, references, résumé and writing sample will not be considered. Closing date is Friday, January 7, 2022 04:00 PM Pacific Time.

The Councilmember values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply.